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**Accessing Your Wikispace for Mrs. McKendree’s Class**

* + - 1. Go to [www.wikispaces.com](http://www.wikispaces.com).
      2. Click on the “Sign In” link at the top right of the page.
      3. Fill in your username and password.

Username: **fchs-last name first initial of first name** (example: John Smith would be fchs-smithj)

Password: **p####### (your student number)**

* + - 1. In the Address bar at the top, type in [fchsmckendree.wikispaces.com](http://www.fchsschubart.wikispaces.com). (no “www”)
      2. Click on the “Request Membership” button, and you will be taken to your “My Account” page. After you have requested membership, your teacher will need to approve you.
      3. Once you’ve been approved, refresh your screen by clicking on the green arrows button on the top toolbar.
      4. Click on the link to your class wikispace in the left column. Congratulations – you’re in!
      5. Click the link to on your block on the left toolbar.
      6. Find your name on the list in the center of the page, and click on it. This is your digital portfolio page, to which you’ll upload all of your podcasts and other digital documents. Minimize this window.

**Creating a Podcast**

1. Go to Start > Control Panel > Sounds and Audio Devices. If “Mute” is checked, uncheck it.
2. Go to Start > Programs > Audacity.
3. Plug your microphone in to the microphone slot, or if you have a headset, plug it into the USB port.
4. First, record a test track to make sure that the volume is correct.
5. Click on the button with the red circle on the top to begin recording. The pause button allows you to stop /start without laying a new track. You must unpause to continue recording. When you are done, press the red button again to stop. To play it back, press the green arrow.
6. If the wavelengths on the track are not reaching near the top and bottom of the track, you need to increase the volume. If the wavelengths appear to be going off the track, you need to decrease the volume. Adjust the volume using the microphone slide ruler at the top, and test it again to ensure you have correct audio levels.
7. Delete your test rack by clicking on the “x” all the way on the left next to the words “Audio Track.”
8. Record your real track as many times as you need to until you are comfortable with the product.
9. Go to File > Export as MP3. Rename your file under File Name. Your file name will be your three initials and the date (example: **jak021209**). Save it to the desktop. (A caution message concerning ‘LAME” may come up. If so, you will need to click “Yes”. Navigate to the “Local Disk C:” drive > Program Files > Audacity > Plug-Ins > Lame.) When the Edit box comes up, click OK.
10. Your file will be saved to the desktop. You may want to save the file to your SharePoint site as well.

**Uploading the Podcast to the Wikispace**

* + - 1. Maximize your Wikispace window.
      2. Click on the ‘Edit This Page’ button to bring up the page editor on your portfolio page.
      3. In the white space, type in the date, followed by a colon. (Example: **February 12, 2009:** )
      4. To upload your MP3 file…

1. Put the cursor at the position on the page where you wish to put the file – just after where you typed the date.
2. Click the image icon (a colorful box that looks like a painting).
3. Click on “Upload Files,” and then click on “Upload.” Browse to the Desktop for the audio file you created, and double-click on it.
4. Locate the file in the Images and Files box. Double click the file to put it on the page, and close the Images and Files box.
5. Click “Save” on the upper right. Now your audio file will play when clicked.